**The L4L Project**

With the introduction of the laptops into schools, it is necessary to re-evaluate our policy and procedures at each level to ensure they are relevant and reflect modern learning and teaching principles.

Please consider how each of the following levels of the school environment, starting with oneself, will be affected by the introduction of the laptops with respect to the areas indicated. Put yourself into the position of a person who is at the particular level and think of how the laptop will affect you, your policies and your procedures.

Each level should consider the level/s above them in developing a response. i.e. the faculty level should consider the responses at school level and think how they would deal with the same issues at their level. Then they should consider the more specific items for their own level.

Likewise staff should consider the issues at the faculty level and how they would deal with them at the classroom level the address their more specific issues.

Phil Devitt  
 HT Computing Studies  
 Willoughby Girls High School

How is this going to affect:?

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| --- | --- | --- | --- | --- | --- |
| Level | Routine | Preparation | Classwork | Work out of class | Communication |
| Self |  |  |  |  |  |
| Student |  |  |  |  |  |
| Classroom | [page](#classroutine) |  |  |  |  |
| Faculty | [page](#facultyroutine) |  |  |  |  |
| School | [See next](#routine) |  |  |  |  |
| Other |  |  |  |  |  |

School Routine [Home](#home)  
Some of these may be covered by the student charter but does the school need to qualify them?

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| Issues | Proposed Solution |
| Student does not bring laptop to school | As per School Discipline Policy. (Treat as would other equipment)  Only to be referred to DP if HT exhausts options and behaviour continues. |
| Student brings a flat laptop to school | As per School Discipline Policy. (Treat as would other equipment)  Only to be referred to DP if HT exhausts options and behaviour continues.  (Care maybe flat due to continued use and being last period in day) |
| Student unable to use/access laptop | Goto Plan B. Student take laptop to TSO outside of classtime. |
| Inappropriate use of laptop | As per School Discipline Policy. (Treat as would other equipment)  Only to be referred to DP if HT exhausts options and behaviour continues. |
| Student loses/has stolen laptop | Outside school: report to police get event number then notify DP &TSO.  In school: treated as per other valuable equipment then to DP & TSO. |
| Use of headphones/earphones | Student brings own.  Must be plugged into laptop, no other device. |
| Communication between students, student/teacher, teacher/teacher | Only for educational purposes eg groupwork. |
| Damage to laptop | Treated as per other valuable equipment then to DP & TSO. |
| Student wants to take laptop to TSO | ONLY during out of class times.  Student should NOT leave class to see TSO. |
| Staff/student access to the TSO | Student: as above  Staff: Through the WGHS Helpdesk & Bookit NOT during TSO Break times |
| TSO access to classes/students/staff | Staff may request assistance from TSO for help on specific applications through Bookit. |
| TSO work schedule | Normally 8.30-4.00 and flexitime  Long term projects eg moodle |
| Student to turn laptop off between lessons or hibernate? | Hibernate saves startup time but will reduce battery time. Preferred option between classes. Otherwise shut down. |
| Sharing of resources with students | Email distribution lists until Moodle is generated. |
| Professional Learning: how to share the learning | Place all summaries/worksheets/resources in one place.  Staffshare/Moodle folder until moodle is developed. |
| What happens to the laptop during breaks? Recess Lunch | Student to ensure security. |
| What happens to the laptop during sport? At carnivals? Library? | Student to ensure security. Staff to remind student of security. |
| Pool Laptops how are they to be used? Within faculty | Bookit Take all or none. Not to be moved between levels in building. |
| Use of other mobile technologies eg ‘phone, ipod, mp3 player | Policy under review |

Faculty Routine [Home](#home)

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| Issues | Proposed Solution |
| [How do I apply the school routine to my faculty?](#facultyissues) |  |
| Leave bags outside of room; where is the laptop? |  |
| Leave bags outside of Library; where is the laptop? |  |
| Enter room, sit down, what next???? |  |
| How to get class attention? “Lids Down”, “Lids Closed” |  |
| Stipulate applications allowed to use or leave to student to decide? |  |
| Student to turn laptop off when not in use or hibernate? |  |
| Inappropriate use in class |  |
| Communication between students, student/teacher |  |
| Student needs to leave class (toilet, sick bay, message, to get resources, other) what happens to laptop? (closed up, turned off, take with them?) |  |
| Use of laptop near chemicals (laboratory), paints (arts), glues, woodwork, dust? |  |
| Laptops on excursions- who is responsible?-risk assessment? |  |
| Use of laptops for examinations and tests. Cheating, use of spell checker, use of dictionary, spreadsheet, communication, internet??? |  |
| Making assessments for use on the laptops. |  |
| Sharing of resources with faculty: folder on staffshare/faculty or with program |  |
| Professional Learning: how to share the learning |  |
| Pool Laptops how are they to be used? Bookit? |  |
| Do assessments need to be hard copies? |  |
| Do I buy textbooks or electronic copies of textbooks? |  |
| Transform a unit of work |  |

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| School Routine Issues | Proposed Solution |
| Student does not bring laptop to school |  |
| Student brings a flat laptop to school |  |
| Student unable to use/access laptop |  |
| Inappropriate use of laptop |  |
| Student loses/has stolen laptop |  |
| Use of headphones/earphones |  |
| Communication between students, student/teacher, teacher/teacher |  |
| Damage to laptop |  |
| Student wants to take laptop to TSO |  |
| Staff/student access to the TSO |  |
| TSO access to classes/students/staff |  |
| TSO work schedule |  |
| Student to turn laptop off between lessons or hibernate? |  |
| Sharing of resources |  |
| Professional Learning: how to share the learning |  |
| What happens to the laptop during breaks? |  |
| What happens to the laptop during sport? At carnivals? |  |
| [Pool Laptops how are they to be used? Bookit?](#facultyroutine) |  |
| Use of other mobile technologies eg ‘phone, ipod, mp3 player |  |

Classroom Routine [Home](#home)

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| Issues | Proposed Solution |
| [How do I apply the faculty routine to my classroom?](#classissues) |  |
| If a student wants to demonstrate something to the class by projector they should use their own laptop. |  |
| How do I tell if a student’s work is their own? Does it matter? When would it matter? |  |
| Do I still use textbooks? |  |
| Do I need the old Blackboard/Whiteboard anymore? |  |
| Is the layout of my room conducive to learning with laptops? |  |
| Will I be doing more group work? |  |
| Where will the students save their work? |  |
| Will I use a specific application for each area or should I let the students decide? |  |

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| Faculty Routine Issues | Proposed Solution |
| How do I apply the school routine to my faculty? |  |
| Leave bags outside of room; where is the laptop? |  |
| Leave bags outside of Library; where is the laptop? |  |
| Enter room, sit down, what next???? |  |
| How to get class attention? “Lids Down”, “Lids Closed” |  |
| Stipulate applications allowed to use or leave to student to decide? |  |
| Student to turn laptop off when not in use or hibernate? |  |
| Inappropriate use in class |  |
| Communication between students, student/teacher |  |
| Student needs to leave class (toilet, sick bay, message, to get resources, other) what happens to laptop? (closed up, turned off, take with them?) |  |
| Use of laptop near chemicals (laboratory), paints (arts), glues, woodwork, dust? |  |
| Laptops on excursions- who is responsible?-risk assessment? |  |
| Use of laptops for examinations and tests. Cheating, use of spell checker, use of dictionary, spreadsheet, communication, internet??? |  |
| Making assessments for use on the laptops. |  |
| Sharing of resources with faculty: folder on staffshare/faculty or with program |  |
| Professional Learning: how to share the learning |  |
| Pool Laptops how are they to be used? Bookit? |  |
| Do assessments need to be hard copies? |  |
| [Do I buy textbooks or electronic copies of textbooks?](#classroutine) |  |

[Home](#home)